

Statement of Deficiencies

5305-H: Children's Daily Attendance

Not Met

Findings/Corrections

5305.H. The daily attendance log for children did not include [The full name of person picking up the child. EXAMPLE: The three year old room log had 6 different parents who are placing their initials where the full name is to be signed.]. The daily attendance record for children shall include the time of arrival and departure of each child and the name of the person to whom the child was released. This record shall accurately reflect the children on the child care premises at any given time. If the record is completed by center staff, that individual shall write the first and last name of the person to whom the child was released and sign his/her own name. Children who leave and return to the center during the day shall be signed in/out.

5306-J: Non-Discrimination Policy

Not Met

Findings/Corrections

5306.J. The Provider did not have a posted policy that states that discrimination on the basis of race, color, creed, sex, national origin, handicapping condition, ancestry, or whether the child is being breastfed is prohibited. THE PROVIDER'S POSTED STATEMENT DID NOT INCLUDE "whether the child is being breast fed is prohibited."

5309-A: Director or Designee on Site

Not Met

Findings/Corrections

5309.A. The center's director is not an on-site full time employee of the licensed location and there was not an on-site full time qualified Director Designee given responsibility for the operation of the center. THE DIRECTOR DOES HAVE A NAMED DESIGNEE WHEN SHE IS PERFORMING OTHER DUTIES. THIS PERSON'S FILE DOCUMENTS OVER THREE YEARS EXPERIENCE. THE FILE AT THIS TIME HAS DOCUMENTED 69 CLOCK HOURS. THE DIRECTOR AND THE DESIGNEE BOTH STATED SHE IS WORKING TOWARDS A CDA. THERE IS EVIDENCE OF THIS IN THE FILE.

5309-C: Administrative Duties

Not Met

Findings/Corrections

5309.C. The Director's duties did not consist only of administrative functions when the number of children in care exceeded 42 as [the director is also the driver for after school pick up].

5311-A: Personnel Records

Not Met

Findings/Corrections

5311.A.5. Documentation of a satisfactory criminal record check, as required by Louisiana R.S. 15:587.1, was not available for [3] staff. Documentation of submission [**WAS**] available. Provider shall request this clearance prior to the employment of any center staff. A criminal record clearance is not transferable from one employer to another.

5321-A: Medication Training

Not Met

Findings/Corrections

5321.A. The staff person, administering medication did not have documentation of training in medication administration.

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5321-B: Medication Authorizations

Not Met

Findings/Corrections

5321.B. The written authorization from the parent to administer to a child was incomplete as it lacked the following information: [PARENTS FAILED TO DOCUMENT ALL REQUIRED INFORMATION: special instructions, side effects, circumstances for as needed medications].

A complete authorization includes:

- Child's name;
- Name of medication;
- Date to be administered;
- Dosage;
- Time to be administered;
- Special instructions, if applicable;
- Side effects;
- Signature of parent and date of signature;
- Circumstances for administering "as needed" medication.

5321-G: Medication Administration Record

Not Met

Findings/Corrections

5321.G. The medication administration records reviewed were incomplete as the following information was not included: [STAFF ARE NOT WRITTING THE DOSAGE GIVEN. THE STAFF ARE NOT RECORDING THEIR SIGNATURES EACH TIME THE MEDICATION IS GIVEN (example: if medication is given twice in the day it is to be completely recorded as given each time with all the required information) AND THERE IS NO NOTATION AS TO WHY A MEDICATION WAS NOT GIVEN.].

A complete record includes:

- date,
- time,
- dosage administered,
- signature (no initials) of the staff member who gave the medication,
- phone contact (date and time) with the parent prior to giving the "as needed" medication.

5327-A: Locked Harmful Substances and Equipment

Not Met

Findings/Corrections

5327.A. Prescription and over-the counter medications, poisons, cleaning supplies, harmful chemicals, equipment, tools, and any substance with a warning label stating it is harmful to or that it should be kept out of the reach of children were not locked away from children as evidenced by [PRODUCTS WITH WARNING LABELS WERE FOUND IN FOUR DIFFERENT ROOMS OF THE CENTER. ALL THESE ITEMS WERE REMOVED AND PLACED IN A SECURE LOCKED AREA AFTER BROUGHT TO THE ATTENTION OF THE STAFF ASSISTING WITH THE SIGHT INSPECTION].

5327-B: Refrigerated Medication

Not Met

Findings/Corrections

5327.B. Refrigerated medication was not stored in a secure container to prevent access by children and avoid contamination of food. Refrigerator was located in the [INFANT TODDLER ROOM, this medication was located in the door].

5327-L: Clean of Hazards

Not Met

Findings/Corrections

5327.L. The center and yard were not free of hazards as [as previously stated above regarding products with warning labels and a garden rake was in the yard accessible to children].

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5327-P: Visual Check of Center

Not Met

Findings/Corrections

5327.P. The Provider did not document that the entire center is checked at the end of the day to ensure that no child is left unattended at the center. THERE WAS NO DOCUMENTATION OF A VISUAL CHECK OF THE BUILDING AT CLOSING FOR LAST WEEK OR YESTERDAY 2/14/05 PROVIDER ADVISED THAT INITIALS ARE NOT ACCEPTABLE.

5333-F: Vehicles Visual Check

Not Met

Findings/Corrections

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Incomplete Visual Check Documentation 5333.F. The Provider's documentation of the vehicle check was incomplete and did not include the [time of visual check and signature of person conducting visual check]. Complete documentation includes the signature of the person conducting the visual check and the time the vehicle was checked for each loading and unloading of children.

5335-B: Required Staff When Transporting Child Under 5

Not Met

Findings/Corrections

5335.B. The Provider did not have the driver plus one staff in each vehicle when transporting any child under five years of age. THE PROVIDER TRANSPORTS DAILY, THREE CHILDREN FROM SCHOOL WHO ARE FOUR YEARS OLD.

5335-F: Visual Check of Vehicle

Not Met

Findings/Corrections

5335.F. Documentation of the visual check of the vehicle was incomplete as it did not include the [TIME OF VISUAL CHECK AND THE SIGNATURE OF THE PERSON CONDUCTING THE VISUAL CHECK, WHEN RETURNING TO THE CENTER AFTER THE A.M. DELIVERY TO SCHOOL. MONDAY 2/14/05 THE P.M. VISUAL CHECK OF ONE VEHICLE WAS A FIRST NAME ONLY THE P.M. CHECK FOR TODAY WAS AN INITIAL WITH A LAST NAME.]. Complete documentation includes signature of the person conducting the check and the time the vehicle was checked.